

All:

The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

### **GENERAL:**

**GEARS Training** – Due to the pandemic, the method of delivering GEARS training has been changed. In-person classes will not be possible. The training sessions will be held via Microsoft Teams and the topics will be tailored to very specific functional tasks. Students will follow along with the tip sheets while watching the instructor onscreen perform the tasks with the ability to ask questions. Please review the [attached file](#) and follow the instructions to register. We request that you register by close of business on Wednesday, December 2, as the first class is this Friday! We appreciate your patience as we strive to provide education in a new format. As always, there are many ways to receive GEARS assistance, Tip Sheets on the GEARS site, Service Now tickets, or contact with respective AOC departments.

### **PROCURE TO PAY:**

**Pcard Query** – A new query has been developed in GEARS to assist with validating pcard charges and coding. The query is available in GEARS now and is named DPCGA\_PCARD\_MNTHLY\_ACT\_BY\_USER. A tip sheet has also been placed on the GEARS courtnet site to assist users in running the query. The Procurement Department is updating the Corporate Purchasing Cardholder Guide to provide guidance to cardholders on any requirements associated with the query.

<https://mdcourts.gov/sites/default/files/import/gears/tipsheets92/pcard/ptpruningthepcardmonthlyquery.pdf>

If you should any questions about the above information, please feel free to contact me.

Thank you,



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